



COMPHIBGRUTHREEINST 1650.1J

N1

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COMPHIBGRU THREE INSTRUCTION 1650.1J

Subj: AWARDS PROCESS WITHIN COMMANDER, AMPHIBIOUS GROUP THREE

Ref: (a) SECNAVINST 1650.1G
(b) CNO Washington DC 191501Z Aug 02 (NAVADMIN 250-02)

Encl: (1) Norm Level of Award Matrix
(2) Sample Citation for Letter of Commendation (FLOC)

1. Purpose. To provide additional guidance concerning awards available to individuals and units within Commander, Amphibious Group THREE. This instruction does not replace the submission guidance in reference (a), however, commands without established procedures are invited to follow the guidelines provided.

2. Cancellation. COMPHIBGRUTHREEINST 1650.1H

2. Background. Per reference (b), the Chief of Naval Operations (CNO), having been delegated specific awarding authority by the Secretary of the Navy, has delegated award approval authority to the following command level:

(a) Award authority of the Legion of Merit (LOM) to Commander Naval Surface Force (CNSF).

(b) Award authority of the Meritorious Service Medal (MSM) to COMPHIBGRU THREE.

(c) Award authority of the Navy Commendation Medal (NCM) and Navy Achievement Medal (NAM) to 0-6's in command. For 0-6 commands afloat and ashore, it is expected that the Commander/Commanding Officer approve nominations for the NCM/NAM for personnel in your command.

(d) For 0-5 commands at sea: When chopped to a PHIBRON, submit NCM award nominations to the PHIBRON Commander for approval. When an 0-5 command is not chopped to a PHIBRON, COMPHIBGRU THREE will remain the awarding authority for the NCM.

(e) Award authority of the Flag Letter of Commendation to COMPHIBGRU THREE.

3. Policy. COMPHIBGRU THREE's number one priority in processing awards is to board and mail awards to commands for timely recognition of individuals.

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4. Submission Procedures to COMPHIBGRU THREE. Submitting awards requiring COMPHIBGRU THREE approval must submit an awards package in two parts:

(a) OPNAV Form 1650/3:

(1) Personal Award Recommendation for FLAG LOC from subordinate commands must include either an (OPNAV Form 1650/3) or a Memorandum printed on command letterhead stationary. The proposed citation is Micro Soft Word format. Summary of Action not required.

(2) Personal Award Recommendations for NAM from COMPHIBGRU THREE Assistant Chief of Staff must include an (OPNAV Form 1650/3) and proposed citation in Word format. Summary of Action not required.

(3) Personal Award Recommendations for NCM from COMPHIBGRU THREE ACOS and above from subordinate commands must include an (OPNAV Form 1650/3) and proposed citation in Word format. A completed Summary of Action is required.

(4) Personal Award Recommendations for MSM and above from subordinate commands and COMPHIBGRU THREE ACOS must include an (OPNAV Form 1650/3) and proposed citation in Word format. A completed Summary of Action is required.

(4) The following time lines for submission:

(a) Award recommendations for FLAG LOC must be received 30 days of individual specific achievement or End of Tour (EOT).

(b) Award recommendations for NAM, NCM, and MSM must be received 60 days prior to the desired delivery date.

(c) Award recommendations for LOM must be received 90 days prior to the desired delivery date for CNSF approval via CPG3's endorsement.

(5) All signature lines must show the individual's name as they sign it, their ranks and their position. The signature line will start with /s/ to indicate an electronic signature. The date of signature must be filled in.

(b) Supporting Documentation.

(1) All original documents must be delivered or mailed to COMPHIBGRU THREE Awards Coordinator by the Commanding Officer, Officer-in-Charge or subordinate activity as appropriate to

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Commander, Amphibious Group THREE, Naval Station Box 368201, 3985 Cummings Road, Suite 4, San Diego, CA 92136-5289.

(2) For deployed ships and units. The preferred method for deployed ships and units for submitting personal awards on time is via unclassified email to the Awards Coordinator, E-mail address (marsha.addison@navy.mil). A scan copy or inserting an "/s/" in the signature block of OPNAV Form 1650/3 is acceptable.

(3) Original documents must include a copy in Microsoft Word format downloaded into a 3.5 computer disk. Award recommendations must include a submission letter if the recommendation is not submitted within the designated time line. Proper justification and explanation must be included in the submission letter.

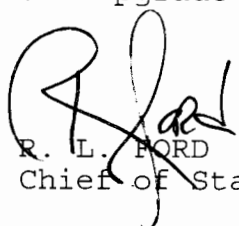
(4) Preparation of Proposed Citations. The proposed citation must be unclassified and written with careful attention to grammar, composition, and spelling. Note: The only abbreviations allowed in the citation are U.S. and USS.

(a) Flag LOC's shall consist of no less than 15 lines and not more than 21 lines. Refer to enclosure (2).

(b) NAMs/NCMs shall consist of no less than 7 lines and not more than 9.5 lines. Refer to reference (a) Appendix C to Chapter 2.

(c) MSM's and above shall consist of no less than 15 lines and not more than 22 lines. Refer to reference (a) Appendix C to Chapter 2.

(c) Level of Award. Any award should be weighed principally on its merits. However, award level is generally equated to responsibility, which normally increases with grade. While the seniority issue is relevant, there are some officers and enlisted personnel who perform the duties of more senior personnel and whose service should be recognized accordingly. Enclosure (1) is a matrix reflecting approximate "norms" for awards. If a person is nominated for an award higher than that indicated by enclosure (1), specific justification for the upgrade must be provided in the summary of action.


R. L. FORD
Chief of Staff

Distribution:
Electronic only via CPG3 Web site
<http://www.cpg3.navy.mil>

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"NORM" Level of Award Matrix

1. There are no strict rules that dictate what award is appropriate for a particular rank/rate or billet; that decision is best left to the submitting activity. Typically, however, there is a connection between job scope, amount of responsibility, and the awards, which are received. An award submission that falls outside of the norm will be reviewed more critically than others and will require additional justification to receive approval. The following matrix is not all-inclusive but provides an approximate "norm" for awards.

NAVY & MARINE CORPS ACHIEVEMENT MEDAL

- Normally awarded to junior officers (LT and below) and enlisted personnel serving in any capacity with the Navy and Marine Corps who distinguish themselves by outstanding professional achievement or for leadership performance warranting more tangible recognition than is possible by a fitness report or evaluation.

First Tour Officers (at end of tour)
Chief Petty Officers
Workcenter Supervisors
Command Sailor of the Year

NAVY & MARINE CORPS COMMENDATION MEDAL

- Awarded to members of the Navy and Marine Corps, or other members of the Armed Forces who distinguish themselves by heroism, outstanding achievement or meritorious service. Performance must warrant more tangible recognition than is possible by a fitness report or evaluation.

Shipboard Department Heads (minor) & Principal Assistants
Command Master Chiefs (LPD/LSD Platform)
Lifesaving (Low Personal Risk)
Senior LT/LCDR (XO LPD/LSD Platform)
May be appropriate for #1 LT/SCPO
PO1 meeting retirement eligibility through retiring LCDR

Enclosure (1)

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MERITORIOUS SERVICE MEDAL

- Awarded to any member of the Armed Forces of the United States who distinguishes himself or herself by either outstanding achievement or meritorious service to the United States. It was established as a junior award of the Legion of Merit and to replace the Bronze Star for the recognition of meritorious non-combat services.

0-5 Commanding Officers
Shipboard Executive Officers (LHA/LHD XO)
Major Staff Codes/Major DH (normally post-command 0-5 or 0-6)
Major Command Master Chiefs
Retiring 0-5/LDO/CWO/MCPO

LEGION OF MERIT

- Awarded to members of the United States Armed Forces for exceptionally meritorious conduct in the performance of outstanding service. Recipient must occupy a position of great responsibility and would normally be an officer of flag rank.

Appropriate for 0-6 Major Command Tours
0-6 Retirements

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SAMPLE LETTER OF COMMENDATION

**AVIATION MACHINIST'S MATE SECOND CLASS
(AVIATION WARFARE)**

**FIRST NAME M. I. LAST NAME
UNITED STATES NAVY**

for service as set forth in the following

CITATION:

For commendable service as (Job Title), (Command Title) from (Month/Year) to (Month/Year). Petty Officer (Last Name) consistently performed his demanding duties in an exemplary and highly professional manner. Sample bullets are as follows: He displayed unsurpassed dedication and steadfast commitment to excellence during his tenure in the crew Laundry and the Barber Shop. His efforts significantly improved crew morale, providing same-day laundry service during an arduous deployment in support of Operation ENDURING FREEDOM. He was a superb barber, who worked tirelessly to maintain top-notch customer services to crew of 2,500 crew members, staff and embarked troops. Additionally, he assisted in conducting numerous vertical replenishments, maintaining 100 percent accountability of ship's store merchandise. As a Damage Control Maintenceman, he always maintained Sales Division spaces in peak material condition. Additionally, his tireless efforts assisted in achieving Ship's Store sales of over \$2.1 million during deployment. Petty Officer (Last Name)'s exceptional professionalism, initiative and loyal devotion to duty reflected great credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

(COMMANDER'S NAME)

Rear Admiral, United States Navy

NOTE: The underlined areas in the body of the citation are standard lines. Not to exceed 21 lines.

Enclosure (2)